

Google Developer - Mail Merge with Gmail & Google Sheets

DOCUMENTATION

<STEP-BY-STEP PROCEDURE>

1. Open your browser and make sure you are **Signed In**.
2. Go to:
<https://developers.google.com/apps-script/samples/automations/mail-merge>
3. Scroll down to **Create the Apps Script Project** under the heading **Set up the Script** and click on the **Make a copy** button.

Set up the script

Create the Apps Script project

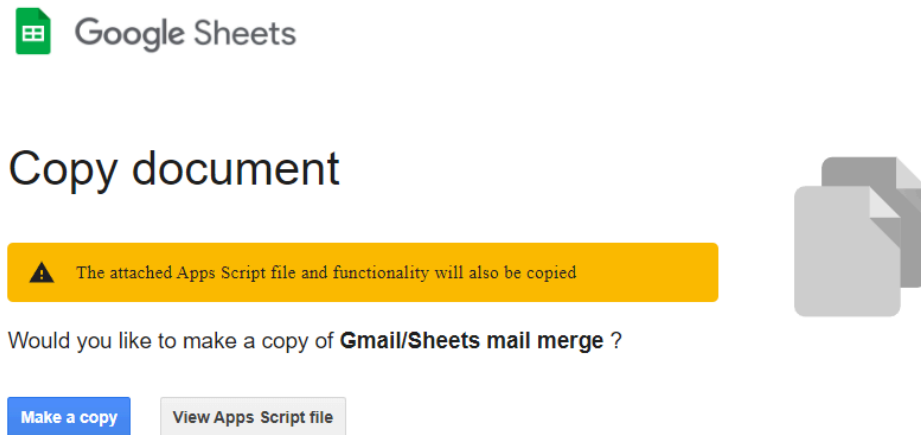
1. Click the following button to make a copy of the **Gmail/Sheets Mail Merge** sample spreadsheet. The Apps Script project for this solution is attached to the spreadsheet.

Make a copy

2. In your copied spreadsheet, update the **Recipients** column with email addresses you want to use in the mail merge.
3. (Optional) Add, edit, or remove columns to customize the data you want to include in your email template.

If you change the name of the **Recipient** or **Email Sent** columns, you must update the corresponding code in the Apps Script project. You can open the Apps Script project from the spreadsheet by clicking **Extensions > Apps Script**.

4. A new page will appear entitled: **Copy document**. Again click on the **Make a copy** button.

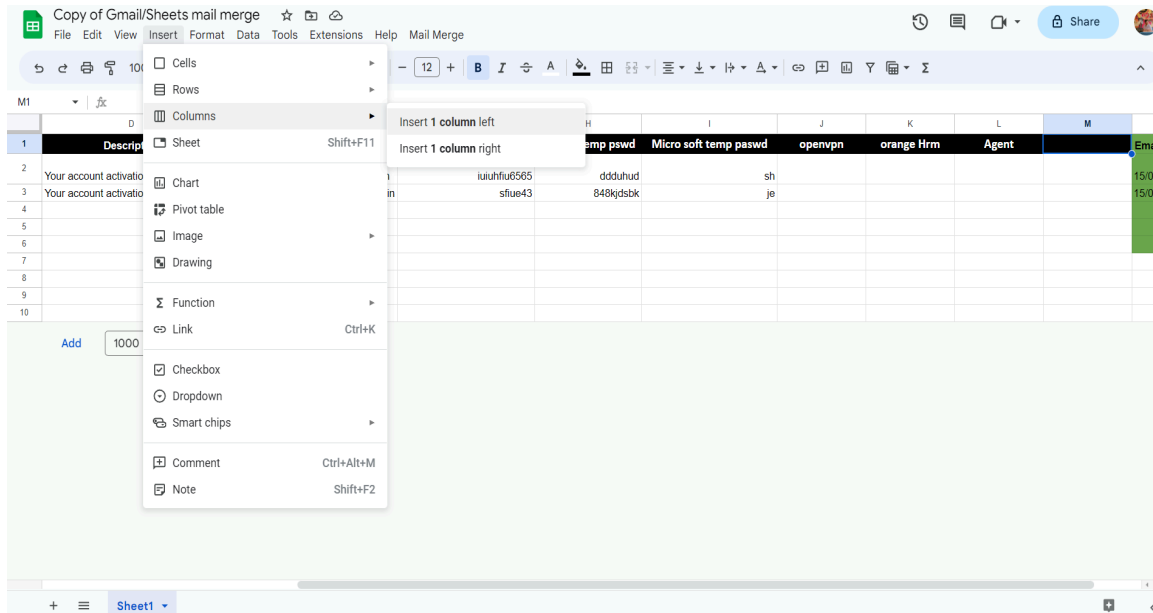


5. After clicking the button, a sample Google spreadsheet will appear with various fields.

The screenshot shows a Google Spreadsheet titled 'Copy of Gmail/Sheets mail merge'. The spreadsheet has 7 columns: First name, Last name, Recipient, Description, Discount code, Discount amount, and Email Sent. The first two rows contain sample data. The 'Recipient' column has a green background. The 'Discount amount' column has a green background. The 'Email Sent' column has a green background. At the bottom, there is a button labeled 'Add' and a text box showing '1000 more rows at the bottom'.

	A	B	C	D	E	F	G
	First name	Last name	Recipient	Description	Discount code	Discount amount	Email Sent
1	Sherlock	Holmes	shomles@email.com	Discount on Google Apps Script books	AA001	\$23.00	
2	Jane	Eyre	janeeyre@email.com	Discount on Google Cloud books	AA002	\$45.00	
3							
4							
5							
6							
7							
8							
9							
10							

Change the column names as per required, and add new columns(**by clicking on insert -> Columns ->Insert 1 column left/right**) if needed but **DON'T** rename the **Recipient** and the **Email Sent** Columns.



The spreadsheet can be modified as per the need for **BasketHunt** account activation. An example is shown below:

Dear Candidate,

PFB your account credentials.

Kindly do not try to create or sign in to accounts without an IT support team member present. This may lead to account restrictions or you may be locked out of the system.

Meeting Date: {{Date}}

Meeting Time: {{Timing}}

Meeting Link: {{Teams Link}}

Note: Please be on time for tomorrow's account activation.

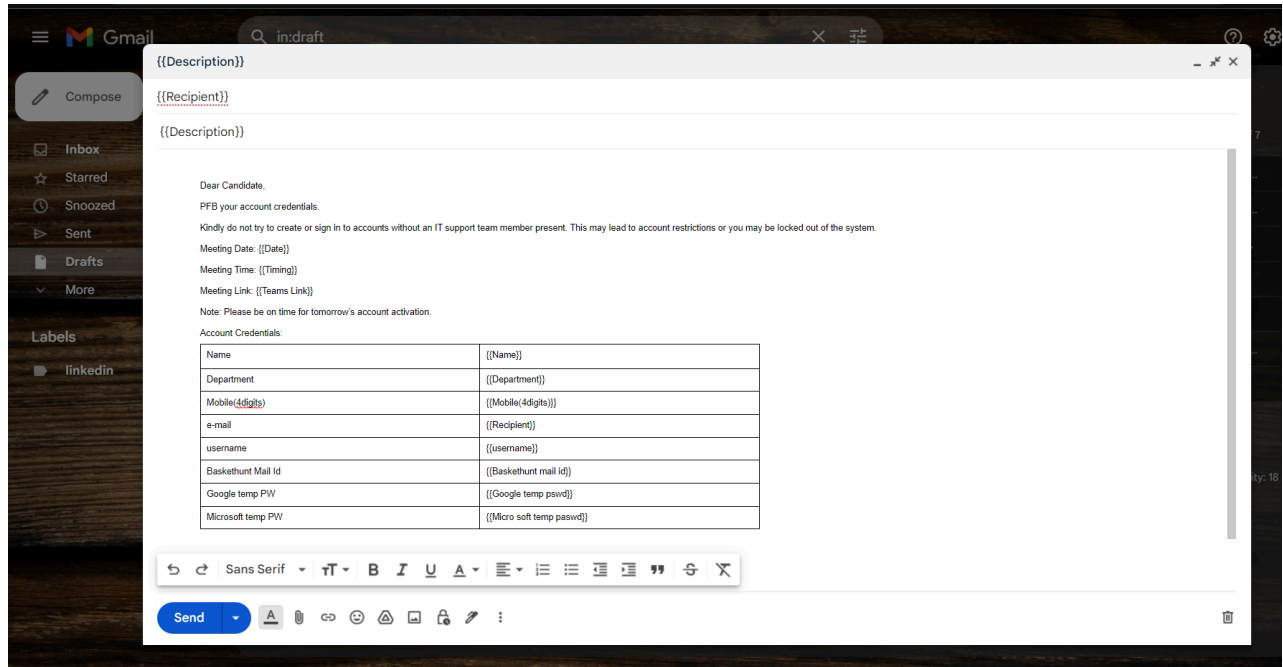
Account Credentials:

Name	{{Name}}
Department	{{Department}}
Mobile(4 digits)	{{Mobile(4digits)}}
e-mail	{{Recipient}}
username	{{username}}
Baskethunt Mail Id	{{Baskethunt mail id}}
Google temp PW	{{Google temp pswd}}
Microsoft temp PW	{{Micro soft temp paswd}}

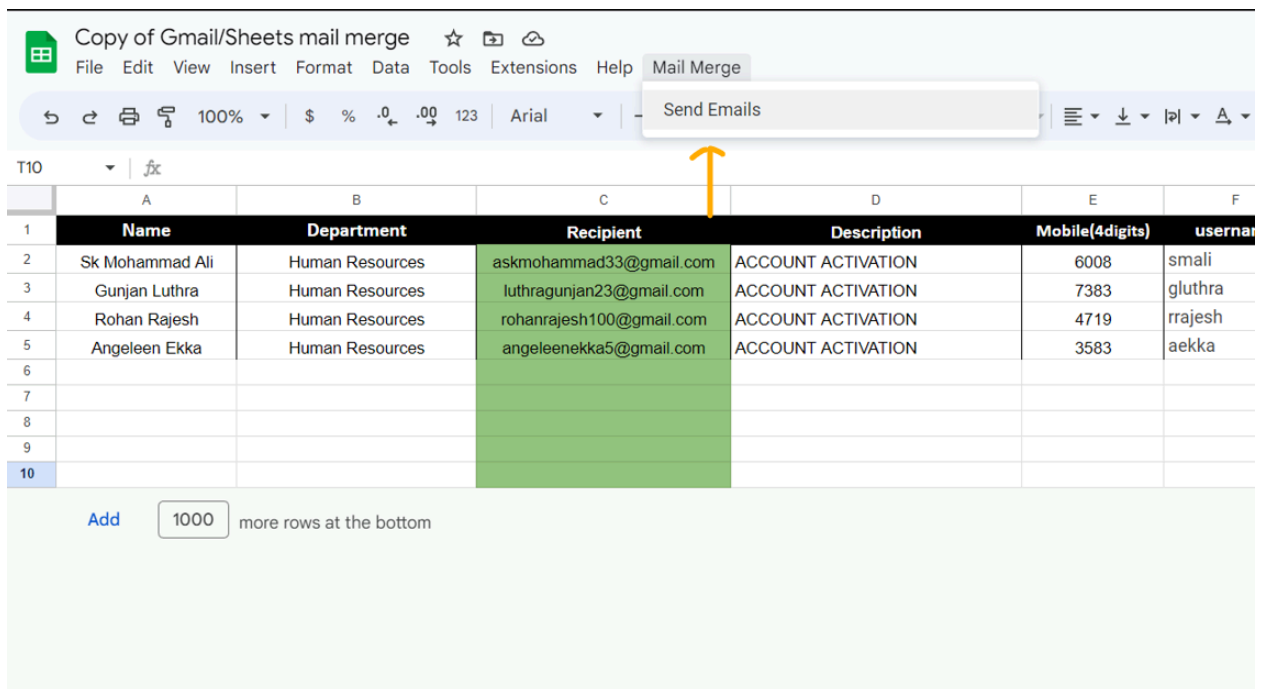
Thanks,

Team HR - Baskethunt

An instance of the draft mail is shown below:



- Click on the **Mail Merge** menu on top. A prompt saying: **Send Emails** will appear. Click on that.



After this, a **dialogue box** asking for **Authorization** will appear. Click on **Continue**.

D	E	F	G	H	I	J
Description	Mobile(4digits)	username	askethunt mail	oogle temp	pswro soft temp pa	openvpr
ACCOUNT ACTIVATION	6008	smali	smali@basketly*NnU5eJb*C2g>	Log90386		
ACCOUNT ACTIVATION	7383	gluthra	gluthra@baskeVIVYT=gdrmg99y	Moq27104		
ACCOUNT ACTIVATION	4719	rrajesh	rrajesh@baske<jMbAJu=EF79dT	Lub89780		
ACCOUNT ACTIVATION	3583	aekka	aekka@basketb2jVK26CbKg7m/	Nun17274		

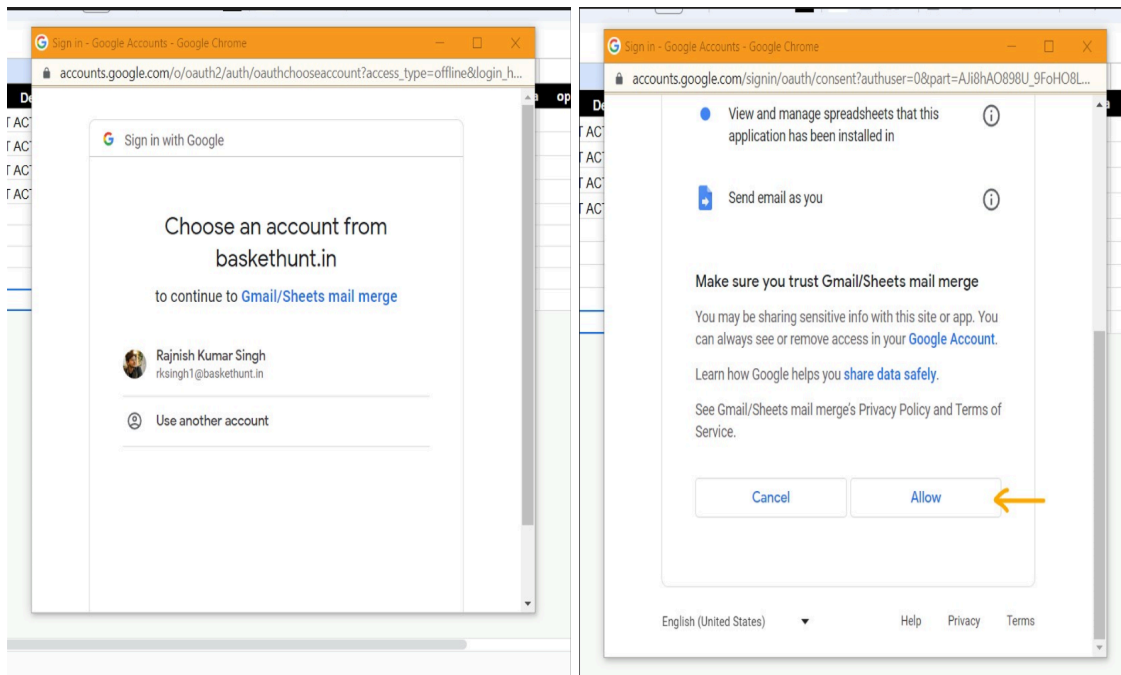
Authorization Required

A script attached to this document needs your permission to run.

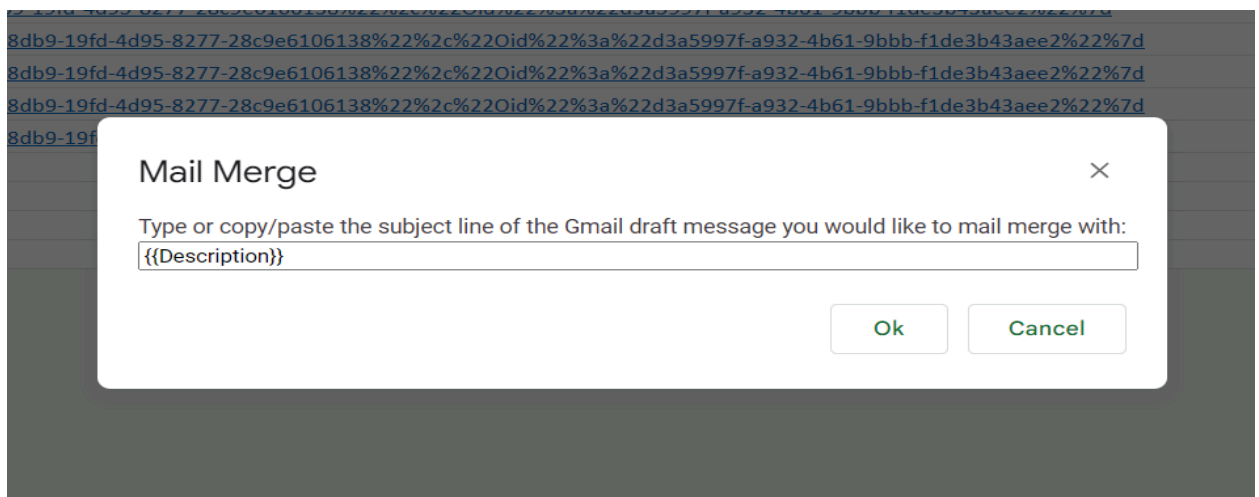
Continue

Cancel

On clicking Continue, another dialogue box will appear asking for **Sign In**.
Choose your account there. After that, click on **Allow**.



8. Now again click on the **Mail Merge** menu. A dialogue box will appear prompting you to paste the subject of the mail. Copy the **subject** from the draft mail and paste it there. Then, Click **OK**.




9. As soon as the **OK** button is clicked, observe that the **Email Sent** column is filled with the date and time at which the email was sent.

	U
	Email Sent
	16/06/2023 06:11:57
	16/06/2023 06:11:57
	16/06/2023 06:11:57
	16/06/2023 06:11:58

10. The **personalized emails** will be sent to all the recipients mentioned in the spreadsheet. An instance is shown below:

ACCOUNT ACTIVATION Inbox x



rksingh1@baskethunt.in

to me

5:54 PM (0 minutes ago)

☆ ↶ ⋮

Dear Candidate,

PFB your account credentials.

Kindly do not try to create or sign in to accounts without an IT support team member present. This may lead to account restrictions or you may be locked out of the system.

Meeting Date: 17/06/2023

Meeting Time: 8.40-9.00

Meeting Link: https://teams.microsoft.com/join/19%3ameeting_ZWY2MmUxNTYINjYxLWl0NzgtZGMwNDNDNDQxZmFh%40thread.v2/0?context=%7b%22Tid%22%3a%22688a8db9-19fd-4d95-8277-28c9e6106138%22%2c%22Oid%22%3a%22d3a5997f-a932-4b61-9bbb-f1de3b43aee2%22%7d

Note: Please be on time for tomorrow's account activation.

Account Credentials:

Name	Rajnish
Department	IT
Mobile(4 digits)	8702
e-mail	rajnish31july@gmail.com
username	rksingh
Baskethunt Mail Id	rksingh1@baskethunt.in
Google temp PW	>CEy
Microsoft temp PW	Zos50986

Thanks,

Team HR - Baskethunt

